

MyiLibrary Audio Exercises

Creating an Account

1. In a new window, navigate to: <http://www.nclive.org/cgi-bin/nclsm?rsrc=259>
2. Choose the **“login”** link in the upper right
3. Click the word **“here”** to create an account
4. Follow the onscreen directions including the activation of your account through your email
5. Return to the classroom upon completion, click the green checkmark

Browsing and Adding a Title Exercise

- Browse the collection of titles by Entire collection, All fiction, All non-fiction, or by category.
- Choose an audiobook you'd like to listen to and click the **“Add to bookshelf”** button.
- Return to the room and click the green checkmark when you have successfully added a title to your shelf.

Checking Out/Downloading Your Audiobook

- Enter your **“bookshelf”**
- Choose **“Download Now”**
- Choose **“Click here to get your title”**
- Listen to a bit of the audiobook, then click the pause button
- Return to the room and click the green arrow

MyiLibrary Term	Definition	Analogy
Add to bookshelf	The audiobook you select is placed into a status waiting for you to download/checkout. No one else can check out this copy when it's added to your bookshelf.	Adding an audiobook to your bookshelf is like having the library put a book on the “hold/reserve” shelf for you. You haven't checked it out yet and no one else can check it out either.
Download/Checkout	Using Ingram Media Manager, you save an audiobook to your computer.	Synonymous with having your library card swiped and checking out books to your account.
Transfer a book	The process of copying an audiobook from your computer to a portable listening device.	A similar process would be if you made a photocopy of a book you checked out of the library and put it in a notebook to carry around with you and read.
Place a hold	Reserve the next available copy of the audiobook for yourself.	Just like you would ask to be placed on a waiting list for a copy of a particular book, you can put yourself on a list for your turn to download an audiobook.